

FIELD TRIP REQUEST FORM

Name of School: Longbranch Elementary
Date of Field Trip: October 19~~th~~, 2023
Days of School Missed: 1
Location of Field Trip: Conner Prairie Fishers, Indiana
Grade Level and Number of Students Attending: 5th grade
Number of Chaperones Attending: 60-70
What form of transportation will be used? * Be Specific. Charter buses

Have field trip rules been explained to the students and chaperones?
Are there students being denied the right to attend due to finances?
Does this trip comply with Title IX equity issues?

YES ☒ NO ☒
YES ☐ NO ☒
YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

Conner Prairie. Features historical interpreters who dress in period clothing and assume the roles of people from the 19th century. They engage visitors in conversations and activities that provide insights in the daily lives, culture, and challenges of people during that time.
Please check the appropriate box: Farming, blacksmithing, cooking, and more. History comes alive

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To be used for 1 (one) day trips using school bus or private automobile.*

NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

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To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.

TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

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To be used for trips taken by common carrier.

TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Jeanie Danielle

Principal Signature: Stephen Stambly

Date Approved: 8/18/23

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

sent to

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: LONGBRANCH ELEMENTARY / BARGER Acct ID: 3844500

Address: 2805 LONGBRANCH RD UNION, KY 41091

Client Contact: SETFANIE DANIELE Phone#: 8593948537

10/19/2023 8:30:00AM	LONGBRANCH ELEMENTARY	Confirmation# 2906495
MOTOR COACH 55	FROM: LONGBRANCH ELEMENTARY: 2805 LONGBRANCH RD, UNION,	FARE: \$1,505.00
	TO: CORNER PRAIRIE: 13400 ALLISONVILLE RD, FISHERS,	TIPS: \$50.00
TRIP REMARKS:	IN 46038	
WAIT AND RETURN AT 5:00PM		
BUS 1		
STEFANIE.DANIELE@BOONE.KYSCHOOLS.US		Total Fare \$1,555.00

10/19/2023 8:30:00AM	LONGBRANCH ELEMENTARY	Confirmation# 2906498
MOTOR COACH 55	FROM: LONGBRANCH ELEMENTARY: 2805 LONGBRANCH RD, UNION,	FARE: \$1,505.00
	TO: CORNER PRAIRIE: 13400 ALLISONVILLE RD, FISHERS,	TIPS: \$50.00
TRIP REMARKS:	IN 46038	
WAIT AND RETURN AT 5:00PM		
BUS 2		
STEFANIE.DANIELE@BOONE.KYSCHOOLS.US		Total Fare \$1,555.00

10/19/2023 8:30:00AM	LONGBRANCH ELEMENTARY	Confirmation# 2906499
MOTOR COACH 55	FROM: LONGBRANCH ELEMENTARY: 2805 LONGBRANCH RD, UNION,	FARE: \$1,505.00
	TO: CORNER PRAIRIE: 13400 ALLISONVILLE RD, FISHERS,	TIPS: \$50.00
TRIP REMARKS:	IN 46038	
WAIT AND RETURN AT 5:00PM		
BUS 3		
STEFANIE.DANIELE@BOONE.KYSCHOOLS.US		Total Fare \$1,555.00

10/19/2023 8:30:00AM	LONGBRANCH ELEMENTARY	Confirmation# 2906500
MOTOR COACH 55	FROM: LONGBRANCH ELEMENTARY: 2805 LONGBRANCH RD, UNION,	FARE: \$1,505.00
	TO: CORNER PRAIRIE: 13400 ALLISONVILLE RD, FISHERS,	TIPS: \$50.00
TRIP REMARKS:	IN 46038	
WAIT AND RETURN AT 5:00PM		
BUS 4		
STEFANIE.DANIELE@BOONE.KYSCHOOLS.US		Total Fare \$1,555.00

10/19/2023 8:30:00AM	LONGBRANCH ELEMENTARY	Confirmation# 2906501
MOTOR COACH 55	FROM: LONGBRANCH ELEMENTARY: 2805 LONGBRANCH RD, UNION,	FARE: \$1,505.00
	TO: CORNER PRAIRIE: 13400 ALLISONVILLE RD, FISHERS,	TIPS: \$50.00
TRIP REMARKS:	IN 46038	
WAIT AND RETURN AT 5:00PM		
BUS 5		
STEFANIE.DANIELE@BOONE.KYSCHOOLS.US		Total Fare \$1,555.00

Invoice Total: \$7,775.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____